

**CCPA Board Meeting
September 18, 2014
Teleconference
13:00-14:00 (ET)**

Present: Blythe Shepard (Chair), Lorna Martin, Natasha Caverley, Beth Robinson, Trish McCracken, Sarah Holland, Tracy Duffy, Kiraz Johannsen, Michel Turcotte, Bill Thomas, Kim Landine, Gisèle Lalonde, Margie Cain, Barbara MacCallum (Secretary)

Guest: Kim Hollihan

Regrets: Miriam Duff, Serge Hall, Ashley Phillips, Verdiane Bukumi

Welcome

- Blythe welcomed everyone and thanked them for attending the meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the August 21, 2014 Minutes
3. Conflict of Interest
4. Information Items
5. Exhibitor Policy
6. Directors Reports
7. Committee Reports
8. Next Meeting
9. Adjournment

1. Approval of the Agenda

- Bill Thomas requested that an information item be added.

Motion: To approve the agenda as amended

**Moved by Margie Cain. Seconded by Michel Turcotte.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the August 21, 2014 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Natasha Caverley. Seconded by Bill Thomas.
CARRIED.**

3. Conflict of Interest

- All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda.
- A declaration of conflict may be made at any time during the meeting.

4. Information Items

Meeting with Minister

- Bill Thomas reported that he will be meeting with Minister Shelly Glover (Minister of Canadian Heritage and Official Languages) on October 17, 2014.
- He will contact Kim Hollihan and Emily (Impact) to prepare for the meeting and review the key messages to be delivered.

CACEP-CCC Review Phase 1

- Since the July meeting, a project plan was developed and a consultant was hired to conduct the research required to write the paper to be delivered to the Board of Directors in November 2014.
- The research is on schedule at this time.

Director Positions

- Current members of the Board must resubmit their paperwork if they are staying for a second term.

Director Fall Newsletters

Directors are encouraged to highlight the following items.

- the changes to the award program.
- deadline for awards submission is December 15, 2014.
- proposal submissions for 2015 – deadline is October 20, 2014.
- notice of elections – deadline for submission or an application for a director position is December 15, 2014.
- A request was made that National Office develop the appropriate text that Directors can customize for their newsletters.

Research Project

- The project has been received with enthusiasm by all groups who were invited to participate.
- All groups have confirmed interest in participating and each group has provided the requested number of participants.
- The first teleconference of the group is currently being scheduled.
- Blythe will attend the first part of the teleconference to bring greetings.

Supervision Course

- There were not enough registrants for the course to be given from September to December 2014.
- A 2015 spring course will be offered.

- The Executive is discussing the feasibility of only offering the course once per year.

Conference 2015

- Conference registration will open before the end of September.
- Early bird deadline is January 31, 2015

5. Exhibitor Policy

- Lorna Martin (Chair, Governance Committee) presented the Exhibitor Policy to the Board of Directors.
- The requirement for this policy arose as a result of an unfortunate incident at the 2014 conference.
- This has been the only incident of this type in the last 10 years.
- The origins of the policy were a result of a consultation with CCPA Senators David Paterson and Ron Lehr; Lynda Younghusband, former Chair of the Ethics Committee; Linda Wheeldon, Co-Chair, Social Justice Chapter; and, the National Office.
- It was noted that it most likely will be the sitting President who will organize the team of three directors who will review all exhibits each morning of the conference.
- It was also noted that the National Office will not be able to retroactively enforce the policy on the Exhibitors who have already signed up for Conference 2015.
- Lorna will check the reference to the Personal Health Information Act to ensure that the act is named properly in the policy.
- Lorna thanked her committee members for their hard work on this policy.

Motion: To adopt the Exhibitor Policy as presented.

**Moved by Natasha Caverley. Seconded by Michel Turcotte.
CARRIED.**

6. Directors' Reports

Alberta/NWT – Sarah Holland

- Activity relating to regulation in Alberta is increasing.
- A conference call will be held tonight with Blythe Shepard, Barb MacCallum, Sarah Holland and the leadership of the Alberta/NWT Chapter to talk about the regulatory movement.
- Sarah is recruiting ambassadors and also speaking to members about being the Alberta/NWT Director.
- The AB/NWT Chapter AGM will be held on September 26, 2014.
- Congratulations to Sarah for receiving her Psychologist's license.

Saskatchewan – Gisèle Lalonde

- Will be meeting with Kim Hollihan on September 19, 2014.
- Will be reviewing the results of the SK member survey conducted in May 2014.
- She is planning to reconnect with the student rep at the University of Saskatchewan and to recruit a student rep for the University of Regina.
- Social Workers are trying to obtain rights to the reserved activity of diagnosis in SK.
- There is currently no regulatory activity in SK.
- She is preparing for her oral exams.

- Gisèle thanked everyone for their warm wishes when she announced her pregnancy.

Ontario Anglophone – Trish McCracken

- A proclamation date still has not been established in Ontario.
- Her RP application has received its three reviews but the College cannot indicate whether her application has been accepted until a proclamation date is established.
- There is a new student rep at Western University.
- Trish complimented the NCR Chapter for their extensive professional development activities.
- It would be wonderful if a regional chapter could be formed in another part of Ontario.
- Since Verdiane will no longer represent Ontario francophone members, Trish asked if her messages could be translated and sent to francophone members.

Quebec Francophone – Michel Turcotte

- Michel will be sending a note to his members this fall.
- Michel is working on the Governance Committee for OCCOQ and he will be able to bring his experience from CCPA to OCCOQ and from OCCOQ to CCPA.

Quebec Anglophone – Kiraz Johannsen

- Kiraz will be focussing on networking and community building.
- She will also focus on developing peer support groups for counsellors and psychotherapists.
- She will be participating in the Mental Health Walk in Montreal on October 5, 2014.
- She has arranged for QCA to walk with CCPA at this event.
- The National Office is currently working on a banner for the group to carry.
- Kiraz invited Board members to participate and indicated that she would be able to provide accommodation.
- Kiraz has met with the student reps from Concordia and McGill. There are two student reps for McGill, one funded by CCPA and one by QCA.
- There will be two student presentations at Concordia this year, one on Sep. 30th and another one is planned for January 2015.
- McGill student reps will hold one presentation in the beginning of October.
- Kiraz noted that member numbers in Quebec are dropping.
- She also indicated that the OPQ has recommended four insurance companies for psychotherapists.

New Brunswick Anglophone – Kim Landine

- Two student reps have been recruited.
- Kim is planning a meet and greet.
- The provincial election is next week.
- All regulation activity has been halted until after the election.

Nova Scotia – Beth Robinson

- Beth provided a supervision workshop for CCPA members in September and will be providing one for the College on October 18, 2014.
- The meeting planned with her MP was cancelled due to a change in plans. She is waiting to hear back on a new date.

- The Reader's Digest article recently published mentions CCPA three times.
- A current focus for Beth is to look at the best way to match supervisors and supervisees.

Indigenous Director – Bill Thomas

- Bill noted that he had participated in an event related to World Suicide Prevention Day.
- A summary of the event along with photographs was distributed.
- Bill has sent out an introductory note and also created a survey related to Indigenous members.
- The survey will be closed at the end of September and the results will be provided to him.
- Bill has been conferring with the Indigenous Circle Chapter.
- He will be providing the first Indigenous Ambassador to National Office very shortly.
- He is working on a committee to determine if a Mental Health First Aid Course can be provided to northern members.
- Bill will be concentrating on outreach at the grassroots level and would like to create a poster that can be distributed to communities.

Prince Edward Island – Margie Cain

- Requested that Directors notify members that the Indigenous Chapter award applications are due on September 30, 2014.
- The annual Tri-PD event will be occurring next week.
- Any ministry activity related to the health portfolio is being eclipsed by the PEI 150th anniversary celebrations.
- Margie has distributed two newsletters – one in June and one in September.
- Margie encouraged PE members to consider attending the conference in NL in October.
- Margie is also recruiting for someone to replace her in May 2015.
- She will also be reaching out to her student reps.

Newfoundland and Labrador – Tracy Duffy

- Tracy will be attending the NL Counsellor and Psychologist Association conference in October 2014.
- Blythe will also be attending.
- Tracy distributed a newsletter about two weeks ago.
- She has made several presentations to students at MUN.
- Tracy noted that she will be continuing in her role as NL Director.

7. Committee Reports

Governance Committee – Lorna Martin

- Lorna thanked her committee members Michel Turcotte, Kiraz Johannsen, and Natasha Caverley for their hard work.
- The Committee is currently working on the recruitment call for Directors.
- The Committee responded in writing to a complaint regarding CCPA's policy on CECs.
- They also completed the new policy on Exhibitors and are in the process of providing feedback on the potential of a new committee.
- They are also reviewing all standing committees to ensure that the committees' mandates meet the Board's needs.

- The work plan for November is being prepared.

Risk Management Committee – Natasha Caverley

- A meeting has been planned for October 3, 2014.
- At the meeting the Risk Management Report will be reviewed and updates will be determined.
- A list of items to be discussed in camera at the Board meeting in November will be developed.
- Barb MacCallum and Kim Hollihan will also attend the meeting.
- Natasha noted that it is very helpful to have Kim Hollihan acting as a liaison to the Committees.

Quality Assurance Committee – Beth Robinson

- This committee needs new members now that Verdiane has left the Committee.
- The Committee is currently working on reviewing a list of questions regarding the CEC program.
- Nicole Maurice (CCPA Office Manager) will assist the Committee with this review.

Awards Committee – Sarah Holland

- The Committee will be recruiting chairs for the individual awards committees.
- Sarah is also recruiting for someone to become Chair of the Committee.

8. Next Meeting

- The next meeting will be held on October 23, 2014.
- The time will be determined via a Doodle Poll.

9. Adjournment

Motion: To adjourn the meeting.

Moved by Kiraz Johannsen. Seconded by Trish McCracken
CARRIED

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended

**Moved by Margie Cain. Seconded by Michel Turcotte.
CARRIED.**

Motion: To accept the minutes of the August 21, 2014 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Natasha Caverley. Seconded by Bill Thomas.
CARRIED.**

Motion: To adopt the Exhibitor Policy as presented.

**Moved by Natasha Caverley. Seconded by Michel Turcotte.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by Kiraz Johannsen. Seconded by Trish McCracken
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Develop text for Director's newsletters	ASAP	National Office
2	8	Determine if the time for the October Board meeting can be changed to the evening.	ASAP	National Office